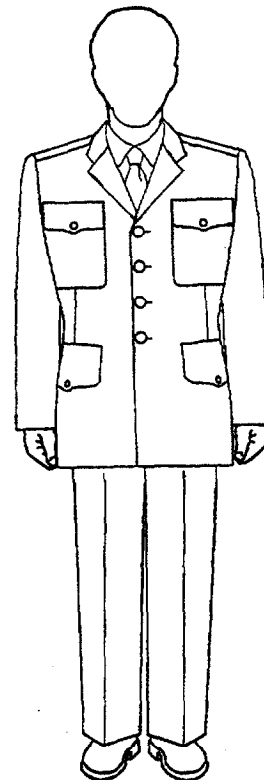
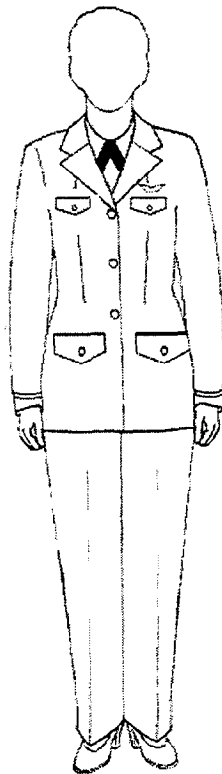




COAST GUARD UNIFORM FITTING & ALTERATION MANUAL



COMDTINST M1020.7A
MARCH 1999



COMDTINST M1020.7A

MAR 25 1996

COMMANDANT INSTRUCTION M1020.7A

Subj: COAST GUARD UNIFORM FITTING AND ALTERATION MANUAL

1. PURPOSE. This manual is the authority that prescribes the procedures and establishes the policy to be used in fitting Coast Guard uniforms of all Coast Guard Personnel; Active, Reserve, Retired and Auxiliary. In addition, this manual provides the authorized alterations for individual uniform items.
2. ACTION. This Manual applies to all Coast Guard units and personnel assigned. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, Assistant Commandants for directorates, Chief Counsel and special staff offices at Headquarters shall ensure widest dissemination of this Manual.
3. DIRECTIVES AFFECTED. COMDTINST 1020.7 is canceled.
4. BACKGROUND. The Coast Guard men's and women's uniforms have been completely redesigned since the original publication of the Uniform Fitting and Tailoring Guide. This Manual has been completely rewritten for clarity, incorporating updated body measurement techniques and sizing.
5. DISCUSSION. This Manual is written in the permissive form; meaning, that it describes the authorized tailoring and fitting of Coast Guard uniform items. No deviation from the guidance of this Manual is authorized.

R. C. OLSEN, JR.
Director of Personnel Management

DISTRIBUTION - SDL No. 135

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CHAPTER 1. INTRODUCTION AND BODY MEASUREMENTS

1.A. INTRODUCTION

As outlined in Coast Guard Uniform Regulations (COMDTINST M1020.6 (series)), the wearing and appearance of the Coast Guard uniform should be a matter of personal pride to all Coast Guard personnel. Coast Guard personnel are representatives of the United States. Thus, their dress and uniform appearance should be of a quality to reflect credit upon the United States, the Coast Guard, and themselves.

The Coast Guard designs its uniforms to present a neat, comfortable, and functional military appearance. Adherence to the procedures contained in the Uniform Fitting and Alteration Manual will enhance the appearance of Coast Guard personnel.

The Uniform Fitting and Alteration Manual is designed to support the Coast Guard Uniform Regulations (COMDTINST M1020.6 (series)). It does not supersede or cancel any portion of the Uniform Regulations.

1.B. BODY MEASUREMENTS

Body measurements must be taken accurately in order to best fit personnel with the issue uniform. All body measurements, except height and feet, are taken with a tape measure and the subject clothed except for shoes. The height measurement is taken with a hard measuring device such as a ruled wall or the ruler on a weight scale; measurement is taken with the individual in bare feet. Foot measurements are taken with a special foot-measuring device as outlined in Chapter 5. The following procedures shall be followed when measuring personnel for their uniforms. (See Figures 1-1 and 1-2)

1.B.1. HEAD

Measure the circumference of the head with the tape placed across the forehead and over the temples.

1.B.2. NECK.

Measure the circumference of the neck at the collar line and add ½ inch for ease.

1.B.3. CHEST (MALE) AND BUST (FEMALE)

1.B.3.a. Chest

Measure the circumference of the chest with the tape placed well up under arms and over the shoulder blades on a horizontal line, taking the floor as level. This measurement is taken snug, there should be no slack in the tape measure, nor should it be held too tightly. Take the measurement from the center of the back instead of the front, with the subject standing in a natural position and not with the chest fully expanded.

1.B.3.b. Bust Girth

Measure the circumference of the bust with the tape placed level across the back, under the arms, and over the fullest part of the bust. This measurement is taken snug, there should be no slack in the tape measure, nor should it be held too tightly. Take the measurement from the center of the back instead of the front, with the subject standing in a natural position and not with the chest fully expanded.

1.B.3.c. Over the arm

The subject stands erect with the arms hanging naturally. Measure completely around the body at the widest part of the chest.

1.B.4. WAIST

The subject stands with the abdomen relaxed. Measure the circumference of the waist with the tape placed on the shirt just above the trousers at a point directly over the hipbones; snug, but not tight.

1.B.5. BACK WAIST LENGTH (FEMALES ONLY)

The subject stands erect with the arms hanging naturally. Measure the length from the center of the back (top bone of the spine bone) to the natural waist.

1.B.6. OUTSIDE SLEEVE

The subject stands erect with the arms hanging naturally. Measure the length from the center of the back (top bone of the spine) across the shoulders, around the outside of the arm, and over the tip of the elbow to the wrist bone.

1.B.7. HEIGHT

The subject stands erect with hands at sides and without shoes. Measure the height from the soles of the feet to the top of the head. Measurement must be exact, as it regulates the length of the coat and the depth of the waist.

1.B.8. HIP GIRTH (FEMALES ONLY)

The subject stands erect. Measure the circumference of the hips with the tape placed over the fullest part of the hip.

1.B.9. SEAT

Measure around the largest part of the hips or seat.

1.B.10. WIDTH OF LEG

Measure around the thigh, just above the crotch (The part of the body where the legs fork from the pelvis).

1.B.11. INSEAM

Place the tape firm and well up against the crotch and measure down to the floor along the leg of the inside seam and then subtract 1 ½ inches.

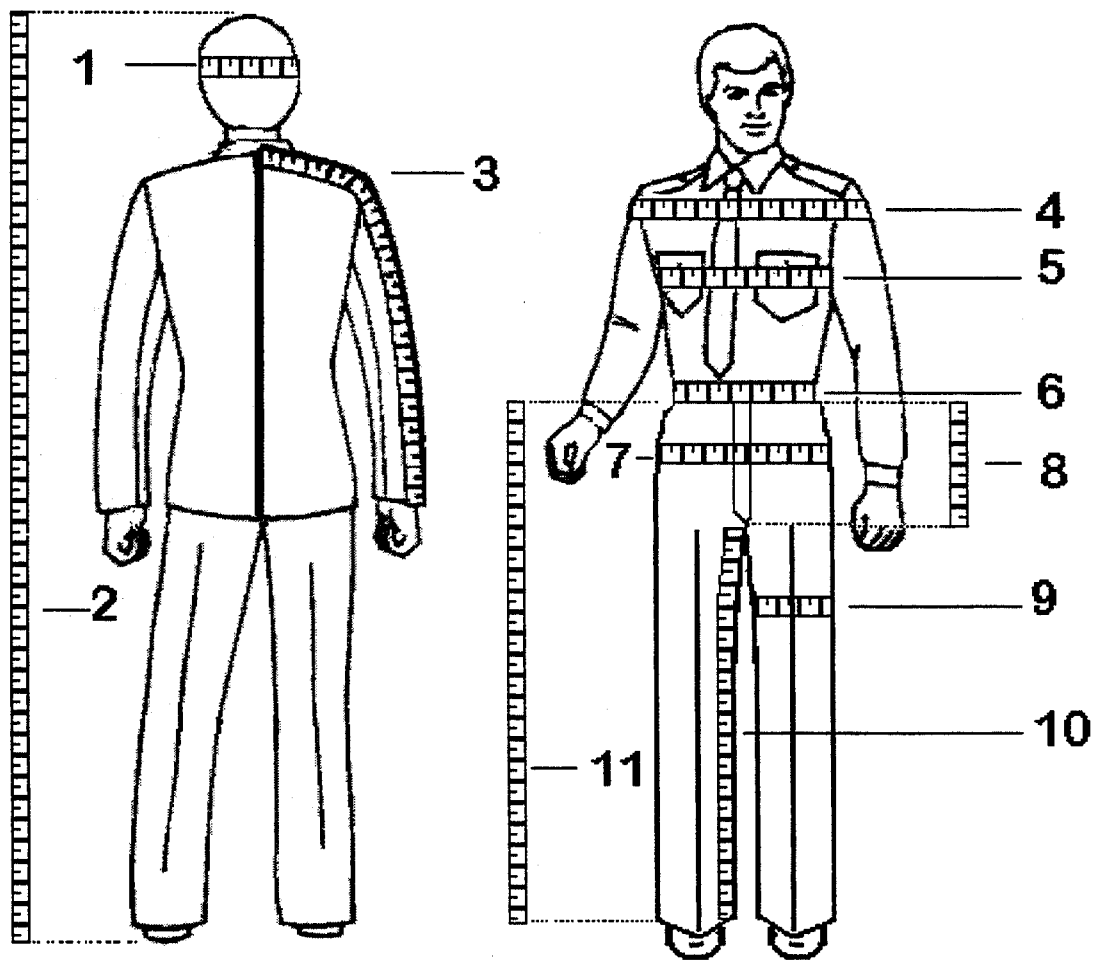
1.B.12. OUTSEAM

Place the tape on the subject just above the hipbone, on the lower edge of the waistband seam and measure down to the floor along the leg of the outside seam and then subtract 1 ½ inches.

1.B.13. RISE

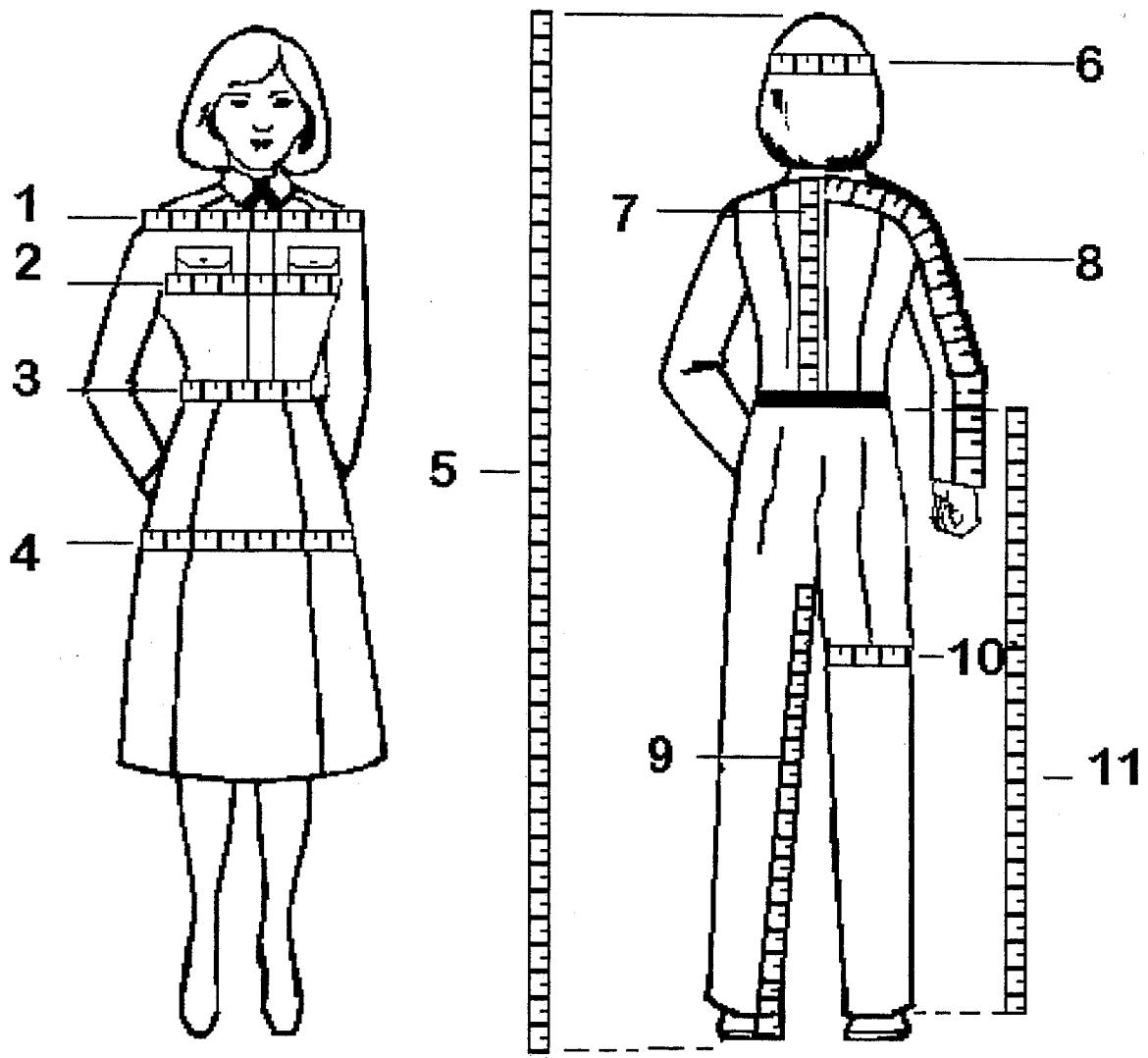
This measurement is the difference between the inseam and the outseam measurements.

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- | | |
|----------------------------|----------------------------|
| 1. Head (1.B.1.) | 2. Height (1.B.7.) |
| 3. Outside Sleeve (1.b.6.) | 4. Over the arm (1.B.3.c.) |
| 5. Chest (1.B.3.a.) | 6. Waist (1.B.4.) |
| 7. Seat (1.B.9.) | 8. Rise (1.B.13.) |
| 9. Width of Leg (1.B.10.) | 10. Inseam (1.B.11.) |
| 11. Outseam (1.B.12.) | |

Figure 1-1 Basic Body Measurements for Men



- | | |
|-------------------------------|----------------------------|
| 1. Over the arm (1.B.3.c.) | 5. Bust Girth (1.B.3.b.) |
| 3. Waist (1.B.4.) | 4. Hip Girth (1.B.8.) |
| 5. Height (1.B.7.) | 6. Head (1.B.1.) |
| 7. Back Waist Length (1.B.5.) | 8. Outside Sleeve (1.b.6.) |
| 9. Inseam (1.B.11.) | 10. Width of Leg (1.B.10.) |
| 11. Outseam (1.B.12.) | |

Figure 1-2 Basic Body Measurements for Women

1 C. SPECIAL MEASUREMENT CLOTHING

Occasionally, personnel require clothing sizes that do not exist within the supply system. In such cases, the procurement of special measurement clothing is authorized. Chapter 6 of the Coast Guard Uniform Regulations (COMDTINST M1020.6(series)) contains the procedures for ordering special measurement clothing.

CHAPTER 2. FITTING GUIDES FOR MALE PERSONNEL

2.A. BASIC FITTING AND ALTERATION GUIDES

- Personnel must try-on each garment that is issued or bought. Every effort will be made to obtain the best possible fit from stock. This will reduce official and personal alteration costs.
- The proper fit of any uniform cannot be made with the individual standing at the rigid position of attention. Therefore, when fitting is performed, personnel will stand erect without stiffness, keep their feet slightly apart, and hang their arms naturally at the side.
- Table 2-1 lists the alterations that are authorized. **NO ALTERATIONS OTHER THAN THOSE SPECIFIED ARE PERMITTED.**

Table 2-1 Authorized Alterations to Men's Uniform Items				
Alteration:	Trench Coat	Trousers	Dress Coat	Shirt L/S
Shoulder Pad			X *	
Shoulder Seams			X *	
Collar-Raised/Lowered			X *	
Sleeves	X *		X	X *
Side Seams			X *	
Back Seams			X *	
Bottoms		X		
Crotch		X		
Seat		X		
Waist		X		
Bottom Alignment			X	
Back- Raised/Lowered			X *	
Stripe Attachment			X *	
CG Shield & Group Rating Mark/Badge			X	
Buttons			X	
* Only upon approval of a designated Coast Guard Representative for initial issue of uniforms.				

2.B. SHIRT, LIGHT BLUE LONG SLEEVE

2.B.1. GENERAL INFORMATION

The fit of the light blue long sleeve shirt is determined by neck size and sleeve length. Determine shirt size by using Table 2-2.

Table 2-2 Size Selection for Men's Light Blue Long Sleeve Shirt										
Neck Size	Sleeve Length									
13	29	30	31	32	33	34				
13½	29	30	31	32	33	34	35	36	37	38
14	29	30	31	32	33	34	35	36	37	38
14½	29	30	31	32	33	34	35	36	37	38
15	29	30	31	32	33	34	35	36	37	38
15½	29	30	31	32	33	34	35	36	37	38
16	29	30	31	32	33	34	35	36	37	38
16½		30	31	32	33	34	35	36	37	38
17				32	33	34	35	36	37	38
17½				32	33	34	35	36	37	38
18					33	34	35	36	37	38
19					33	34	35	36	37	38
20						34	35	36	37	38

2.B.2. FITTING

- Each shirt shall be fitted over an undershirt. The shirt collar and sleeves shall be unbuttoned on all shirts except the long sleeved shirt.
- There shall be ample room around the chest and shoulders to permit free use of the arms, without binding.
- The collar of the long sleeve shirt shall fit smoothly around the neck with sufficient room with a ½ inch ease.
- The shoulder/arm seam shall reach a point to the outer edge of the shoulder joint.
- The bottom edge of the buttoned cuff for the shirt shall cover the wrist bone. A tolerance of 1/2 of an inch plus or minus is acceptable.

2.B.3. ALTERATIONS

- The sleeve may be shortened by no more than ½ inch. *
- No other alterations are authorized.

2.C. SHIRT, LIGHT BLUE SHORT SLEEVE

2.C.1. GENERAL INFORMATION

The fit of the light blue short sleeve shirt is determined by neck size. Determine shirt size by using Table 2-3.

Table 2-3 Size Selection for Men's Light Blue Short Sleeve Shirt	
NECK SIZE (inches)	
13, 13½, 14, 14½, 15, 15½, 16, 16½, 17, 17½, 18, 18½, 19	

2.C.2. FITTING

- Each shirt shall be fitted over an undershirt.
- There shall be ample room around the chest and shoulders to permit free use of the arms, without binding.
- The shoulder/arm seam shall reach a point to the outer edge of the shoulder joint.

2.C.3. ALTERATIONS

No alterations are authorized.

2.D. SHIRT, LONG AND SHORT SLEEVE WORKING BLUE

2.D.1. GENERAL INFORMATION

The fit of the long and short sleeve working blue shirt is determined by neck. . Determine shirt size by using Table 2-4.

Table 2-4 Size Selection for Men's Working Blue Shirt			
Size	Neck Size (inches)	Sleeve Length for LS Shirt (inches)	Sleeve Length for SS Shirt (inches)
Extra Small	13 to 13½	31	6
Small	14 to 14½	32	6
Medium	15 to 15½	33	6
Large	16 to 16½	34	6
Extra Large	17 to 17 ½	35	6
2 Extra Large	18 to 18 ½	36	6

2.D.2. FITTING

Each shirt shall be fitted over an undershirt. The shirt collar and sleeves (long sleeve shirt only) shall be buttoned.

- There shall be ample room around the chest and shoulders to permit free use of the arms, without binding.
- The collar shall fit smoothly around the neck with ½ inch ease. Note: Although this shirt is normally open at the throat, proper fit around the collar is essential for battle dress purposes.
- The shoulder/arm seams shall reach a point to the outer edge of the shoulder joint.
- The bottom edge of the buttoned cuff for the long sleeve shirt shall cover the wrist bone. A tolerance of ¾ of an inch plus or minus is acceptable.

2.D.3. ALTERATIONS

- The sleeve length of the long sleeve shirt may be shortened. *
- No other alterations are authorized.

2.E. TROUSERS

2.E.1. SERVICE DRESS BLUE

2.E.1.a. General Information

The fit of the service dress blue trousers is determined by height and waist measurement. Determine trouser size by using Table 2-5.

Table 2-5 Size Selection for Men's Service Dress Blue Trousers																									
Height	Waist Size																								
Short (S): Up to 5'6"	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42									
Regular(R): 5'7"-5'10"	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	44	46	48	50	52	54			
Long (L): 5'11"-6'1"	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	44	46	48	50	52	54			
EX Long (XL): 6'2"-6'5"	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42									

2.E.1.b. Fitting

- The trousers shall be fitted over undergarments, while wearing the dress shirt and dress shoes. A web belt with buckle will also be fitted to the trousers.
- The proper position for fitting of all trousers is by placing the lower edge of the waistband squarely atop of the hipbones.

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- Trousers shall be of sufficient looseness around the hips and buttocks to preclude gapping of the pockets and visible horizontal wrinkles with 2 inches of ease.
- The fly of the trousers shall hang in a vertical line without gapping.
- The fit of the waist is secondary to a proper seat fit. If the seat fits well, the waist may be altered accordingly.
- The length of the trousers must hang straight from the seat so the bottom of the front of the trousers will reach the top of the instep and be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe back. Trousers shall have no breaks in the front.
- Check to see that the crotch of the trousers has sufficient ease to allow comfort for the wearer. The properly fitted crotch in a trouser will exhibit no vertical breaks, display no drooping or appear to have a tight binding to the wearer.

2.E.1.c. Alterations

- The bottoms must be hemmed.
- The waist may be increased or decreased.
- The seat may be increased or decreased.
- The crotch may be increased or decreased (back only).

2.E.2. WORKING BLUE

2.E.2.a. General Information

The fit of the undress/working blue trousers is determined by height and waist measurement. Determine trouser size by using Table 2-6.

Table 2-6 Size Selection for Men's Working Blue Trousers													
Height	Waist Size												
Short (S): Up to 5'6"	28	30	32	34	36	38	40	42					
Regular (R): 5'7"-5'10"	28	30	32	34	36	38	40	42	44	46	48	52	54
Long (L): 5'11"-6'1"	28	30	32	34	36	38	40	42	44	46	48	52	54
EX Long (XL): 6'2" - 6'5"	28	30	32	34	36	38	40	42					

2.E.2.b. Fitting

The trousers shall be fitted over undergarments, while wearing the working blue shirt, safety shoes, and web belt. Note: all other procedures for fitting these trousers are identical to the procedure for fitting service dress trousers.

2.E.2.c. Alterations

- The bottoms must be hemmed.
- The crotch may be increased or decreased.
- The seat may be increased or decreased.
- The waist may be increased or decreased.

2.F. SERVICE DRESS BLUE COAT

2.F.1. GENERAL INFORMATION

The fit of the men's service dress blue coat is determined by height and chest measurement.

The **Regular Fit Coat** is determined by a chest and waist dimension, e.g., 40 inch chest and 34-36-inch waist. It is a semi-fitted coat. Determine coat size by using Table 2-7.

The **Athletic Fit Coat** is determined by a chest and waist dimension, e.g., 40 inch chest and 32-33 inch waist. It is an easier fitting coat at the chest, shoulders, back, and sleeve biceps than the regular fit coat. Determine coat size by using Table 2-8.

Table 2-7 Size Selection for Men's Regular Fit Service Dress Blue Coat																			
Height	Chest Size																		
Short (S): to Up to 5'6"	35	36	37	38	39	40	41	42	43	44	45	46	48						
Regular (R): 5'7"- 5'10"	35	36	37	38	39	40	41	42	43	44	45	46	48	50	52	54	56	58	60
Long(L): 5'11" - 6'1"	35	36	37	38	39	40	41	42	43	44	45	46	48	50	52	54	56	58	60
EX Long (XL): 6'1" - 6'5"	35	36	37	38	39	40	41	42	43	44	45	46	48						

Table 2-8 Size Selection for Men's Athletic Fit Service Dress Blue Coat																		
Height	Chest Size																	
Short (S): Up to 5'6"	34	35	36	37	38	39	40	41	42	43	44	45	46	48	50	52	54	56
Regular (R): 5'7"- 5'10"	34	35	36	37	38	39	40	41	42	43	44	45	46	48	50	52	54	56
Long(L): 5'11" - 6'1"	34	35	36	37	38	39	40	41	42	43	44	45	46	48	50	52	54	56
EX Long (XL): 6'1" - 6'5"	34	35	36	37	38	39	40	41	42	43	44	45	46	48	50	52	54	56

2.F.2. FITTING

- The coat shall be fitted over cotton underwear, long sleeve shirt, Service Dress Blue trousers, low quarter shoes, belt and buckle.
- The shirtsleeve cuff shall not extend below the coat sleeve.
- The collar shall fit closely around the neck and smoothly at the back. The coat shall fit comfortably across the shoulders. The shoulders shall be well balanced. The shoulder padding should extend approximately ½ inch beyond the outer edge of the shoulder joint. There shall be no folds or breaks across the top of the back, just below the collar.
- The coat shall fit comfortably across the chest. There shall be no binding around the armholes when the arms are moved. The front collar, lapels, and pockets shall present a smooth appearance.
- There shall be sufficient looseness in the coat to permit a pinching of 2-4 inches of material at the chest for *Regular Fit* and 3-5 inches for the *Athletic Fit*.
- There shall be sufficient looseness in the coat to permit a pinching of 2-4 inches of material at the waist for *Regular Fit* and 3-5 inches for the *Athletic Fit*.
- The coat front shall be smooth and balanced. It shall present a vertical appearance. There shall be no gapping, upward pulling, or crisscrossing of the front closure. The horizontal edges of the front panels shall be even. However, a tolerance of ¼ inch is acceptable. The bottom of the coat front shall be parallel to the ground.
- The bottom edge of the sleeve shall cover the wrist bone by 1 inch with a tolerance of ½ inch plus or minus.
- The back of the coat should hang smoothly. There shall be no horizontal wrinkles or vertical "waves". The *Athletic Fit Coat* back may have additional draping at the lower armhole area to compensate for arm movement.
- The rear vent flap shall hang smoothly and closed. It shall present a vertical appearance. There shall be no gapping, or upward pulling.
- The horizontal edges of the back panels shall be even. However, a tolerance of ¼ inch is acceptable. The bottom of the coat back should be parallel to the ground.
- The bottom of the coat shall cover the buttocks. Note: for most people, the bottom of the coat will extend to the bend of one's cupped fingers.

2.F.3. ALTERATIONS

- The shoulder pads may be increased or decreased. *
- The shoulder seams may be taken in only. *
- The collar may be raised or lowered no more than ¼ inch. *
- The sleeve length may be increased or decreased.
- The side seams should only be taken in or let out after the next larger or smaller size has been tried on. *
- The back seams should only be taken in or let out after the next larger or smaller size has been tried on. *

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- The back may be raised or lowered. *
- Service stripe(s) shall be attached per 2.D, CG Uniform Regulations, Commandant Instruction M1020.6(Series)-COMDTINST M1020.6D. *
- Officer identification stripes and specialty insignia shall be accomplished in accordance with Chapter 2.B, CG Uniform Regulations, COMDTINST M1020.6(Series).
- The CG shield and Group Rate Marks shall be attached per Chapter 2.D, CG Uniform Regulations, Commandant Instruction M1020.6(Series)-COMDTINST M1020.6D.
- The front buttons may be moved in or out by not more than ¼ inches.

2.G. TRENCH COAT

2.G.1. GENERAL INFORMATION

The size of the men's Trench Coat is determined by height and chest measurement. Determine trench coat size by using Table 2-9.

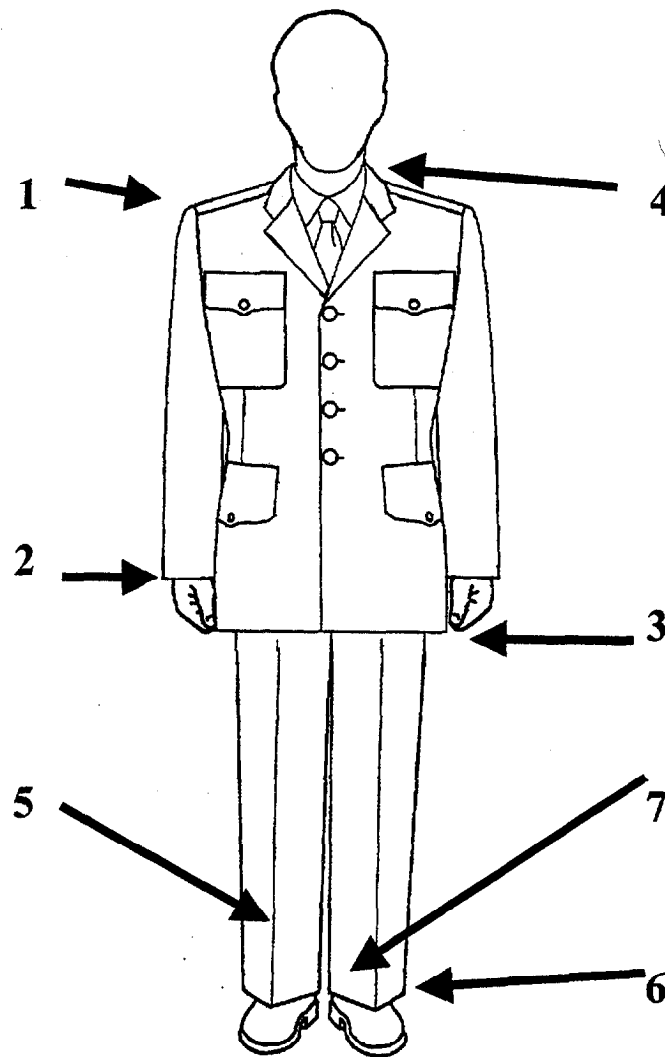
Table 2-9 Size Selection for the Trench Coat														
Height	Chest Size													
Short (S): Up to 5'6"	34	36	38	40	42	44	46	48						
Regular (R): 5'7"- 5'10"	34	36	38	40	42	44	46	48	50	52	54	56	58	60
Long(L): 5'11" - 6'1"	34	36	38	40	42	44	46	48	50	52	54	56	58	60
EX Long (XL): 6'1" - 6'5"	34	36	38	40	42	44	46	48						

2.G.2. FITTING

- The Trench Coat shall be fitted over the service dress blue coat and will be one numeral size larger than the service dress blue coat.
- There shall be sufficient room across the shoulders and chest to permit free use of the arms, without binding.
- The collar and lapels shall present a smooth appearance.
- The sleeve of the Trench Coat shall cover all undergarments. It shall be approximately 1 inch below the wrist bone.
- The Trench Coat shall fit smoothly across the shoulders.
- The front and back vents shall hang vertically. The horizontal edges of the front and back panels shall be even. However, a tolerance of ¼ inch extra length is acceptable on the front overpanel.
- The length of the Trench Coat shall extend to a point approximately 2 inches below the back of the knee.

2.G.3. ALTERATIONS

- The sleeve length may be lengthened or shortened.
- No other alterations are authorized.



1. Coat fits easily over chest and shoulders.
2. Sleeves fall 1 inch below bottom of wristbone covering the shirt sleeve.
3. Bottom edge of coat extends below the crotch (approximately to the tip of the thumb).
4. Shirt collar shows at least $\frac{1}{4}$ inch to $\frac{1}{2}$ inch above coat collar at the center back of the coat.
5. Trousers have no breaks in the front.
6. The bottom of the front crease of the trousers will reach the top of the instep and be cut on a diagonal.
7. Back edge of the trousers will fall approximately midway between the top of the heel and the top of the standard shoe in the back.

Figure 2-1 Fit of Men's Uniform Coat and Trousers

2.H. WORK JACKET/WINDBREAKER

2.H.1. GENERAL INFORMATION

The fit of the blue work jacket/Windbreaker is determined by height and chest measurement. Determine jacket/windbreaker size by using Table 2-10.

Table 2-10 Size Selection for Work Jacket/Windbreaker													
Height	Size Chest												
Short (S): Up to 5'6"	34	36	38	40	42	44	46	48	50				
Regular (R): 5'7"- 5'10"	34	36	38	40	42	44	46	48	50	52	54	56	58
Long(L):5'11" - 6'1"	34	36	38	40	42	44	46	48	50	52	54	56	58
EX Long (XL): 6'1"- 6'5"	34	36	38	40	42	44	46	48	50				

2.H.2. FITTING

- The Work Jacket shall be fitted over the working blue uniform.
- The Windbreaker shall be fitted over the Tropical Blue Long uniform
- There shall be sufficient room across the shoulders and chest to permit free use of the arms, without binding
- The end of the sleeves shall cover all undergarments.
- The bottom of the Work Jacket shall cover the top of the buttocks.

2.H.3. ALTERATIONS

- No alterations are authorized.

2.I. COMBINATION, GARRISON, AND WORKING/UNIT BALL CAPS

2.I.1. GENERAL INFORMATION

The Combination, Garrison, and Working/Unit Ball Caps are provided in the same numeric sizing system.

2.I.2. FITTING

It is important that the fitting of all caps be made by the try-on method. The size of all caps issued should be the same.

- The front of the combination cap's frame and the bottom of the garrison cap's and working blue cap's front should rest approximately 2 finger widths (1-1½ inch) above the eyebrows

2.I.3. ALTERATIONS

- No alterations are authorized.

CHAPTER 3. FITTING GUIDES FOR FEMALE PERSONNEL

3.A. BASIC FITTING AND ALTERATION GUIDES

- Personnel must try-on each garment that is issued or bought. Every effort will be made to obtain the best possible fit from stock. This will reduce official and personal alteration costs.
- The proper fit of any uniform cannot be made with the individual standing at the rigid position of attention. Therefore, when fitting is performed, personnel will stand erect without stiffness, keep their feet slightly apart, and hang their arms naturally at the side.
- Table 3-1 lists the alterations that are authorized. **NO ALTERATIONS OTHER THAN THOSE SPECIFIED ARE PERMITTED**

Table 3-1 Authorized Alterations to Women's Uniform Items					
Alteration:	Trench Coat	Dress Coat	Skirt	Slacks	Shirt
Shoulder Pad		X *			
Shoulder Seams		X *			
Collar - Raised/Lowered		X *			
Sleeves	X *	X			X *
Side Seams		X *			
Back Seams		X *			
Bottoms				X	
Crotch				X	
Waist			X *	X	
Hip				X *	
Hemline			X		
Bottom Alignment	X *	X			
Stripe Attachment		X *			
CG Shield & Group Rate Mark/Badge		X			
Buttons		X			
* Only upon approval of a designated Coast Guard Representative for initial issue of uniforms.					

3.B. SHIRT, LIGHT BLUE, LONG SLEEVE AND SHORT SLEEVE

3.B.1. GENERAL INFORMATION

The fit of the light blue long sleeve shirt is determined by neck size, bust size, and sleeve length. Neck size and bust size determine the fit of the light blue short sleeve shirt. Determine shirt size by using Table 3-2.

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Table 3-2 Size Selection for Women's Light Blue Long and Short Sleeve Shirt							
		Sleeve Lengths					
		Long					Short
Neck	Bust	26/27	28/29	30/31	32/33	34/35	4
12½	34	X	X	X	X		X
	36		X	X	X	X	X
13	34	X	X	X	X	X	X
	36		X	X	X	X	X
	38		X	X	X	X	X
	40		X	X	X	X	X
13½	34	X	X	X	X	X	X
	36	X	X	X	X	X	X
	38		X	X	X	X	X
	40		X	X	X	X	X
	42			X	X	X	X
14	34		X	X	X	X	X
	36		X	X	X	X	X
	38		X	X	X	X	X
	40		X	X	X	X	X
	42			X	X	X	X
14½	34			X	X		X
	36			X	X		X
	38		X	X	X	X	X
	40			X	X	X	X
	42			X	X	X	X
15	34			X	X		X
	36			X	X	X	X
	38			X	X	X	X
	40		X	X	X	X	X
	42			X	X	X	X
15½	38			X	X		X
	40			X	X		X
	42			X	X	X	X
	44			X	X	X	X
16	42			X	X		X
	44			X	X	X	X
	46			X	X	X	X
16½	42			X	X		X
	44			X	X	X	X
	46			X	X	X	X

3.B.2. FITTING

Each shirt shall be fitted over a brassiere. The shirt collar and sleeves shall be buttoned and the cuff on the long sleeved shirts shall be buttoned.

- There shall be ample room around the bust and shoulders to permit free use of the arms, without binding.
- The collar of the long and short sleeve shirts shall fit smoothly around the neck with a ½ inch ease (See Figure 3-1).
- The shoulder/sleeve seam shall reach a point to the outer edge of the shoulder joint.
- The bottom edge of the buttoned cuff for the long sleeve shirt shall cover the wrist bone. A tolerance of ½ inch plus or minus is acceptable (See Figure 3-1).

3.B.3. ALTERATIONS

- The sleeve of the long sleeve shirt may be shortened. *
- No other alterations are authorized.

3.C. SHIRT, LONG AND SHORT SLEEVE WORKING BLUE

3.C.1. GENERAL INFORMATION

The fit of the long and short sleeve working blue shirt is determined by neck.

Table 3-3 Size Selection for Women's Working Blue Shirt			
Size	Neck Size (inches)	Sleeve Length for LS Shirt (inches)	Sleeve Length for SS Shirt (inches)
Extra Small	13 to 13 ½	29-30	4
Small	14 to 14 ½	30-31	4
Medium	15 to 15 ½	31-32	4
Large	16 to 16 ½	32-33	4
Extra Large	17+	34	4

3.C.2. FITTING

Each shirt shall be fitted over a brassiere. The shirt collar and sleeves (long sleeve shirt only) shall be buttoned.

- There shall be ample room around the chest and shoulders to permit free use of the arms, without binding.
- The collar shall fit smoothly around the neck with ½ inch ease (See Figure 3-1).

Note: Although this shirt is normally open at the throat, a proper fit around the collar is essential for battle dress purposes.

- The shoulder/arm seams shall reach a point to the outer edge of the shoulder joint.
- The bottom edge of the buttoned cuff for the long sleeve shirt shall cover the wrist bone.

3.C.3. ALTERATIONS

- The sleeve of the long sleeve shirt may be shortened. *
- No other alterations are authorized.

3.D. SLACKS

3.D.1. SERVICE DRESS BLUE

3.D.1.a. General Information

The fit of the service dress blue slacks is determined by height, waist, and hip measurements. Determine size of slacks by using Table 3-4.

Table 3-4 Female Body Measurements and Related Schedule of Sizes for Women's Service Dress Slacks & Skirts			
Size	Waist	Hip	
4M	24	35	
6J	25	34	
6M	25	36	
6W	25	38	
8J	26	35	
8M	26	37	
8W	26	39	
10J	28	36	
10M	28	38	
10W	28	40	
12J	29 ½	38	
12M	29 ½	40	
12W	29 ½	42	
14J	31	40	
14M	31	42	
14W	31	44	
16J	33	42	
16M	33	44	
16W	33	46	
18J	35	44	
18M	35	46	
18W	35	48	
20M	37	48	
20W	37	50	
22W	39	52	

J = Junior
M = Misses
W = Women

S= Short (under 5'3 ½ ")
R= Regular (5'4" - 5'7")
L = Long (over 5'7 ½ ")

3.D.1.b. Fitting

The slacks shall be fitted over undergarments, while wearing the dress shirt and service shoes.

- The proper position for the fitting of all slacks is by placing the lower edge of the waistband squarely atop of the natural waist.
- The slacks shall fit comfortably around the waist, hips, and crotch.
- There shall be sufficient looseness around the hips and buttocks to prevent horizontal wrinkles with a 2-3 inches of ease.
- The fit of the waist is secondary to hip girth. If the hip fits well, the waist may be altered accordingly.
- The rise is that measurement from the crotch to the bottom of the waistband. The rise of the slacks shall allow 1 inch to 1 ¾ inches looseness to assure for comfort and stride in normal movements such as sitting down, ascending steps, and marching.
- The hem shall be marked at the front of each leg at a point that is even to ¼ inch above the front of the shoe. A separate hem mark shall be made at the back of each leg at a point which is 1 ½ inches below the top of the back of the shoe. The hem of the slacks will have a 2 inch turn-up. These procedures will create finished slacks which fall without a break (See Figure 3-1).

3.D.1.c. Alterations

- The bottoms must be hemmed.
- The waist may be increased or decreased.
- The crotch may be increased or decreased.
- The hip may be increased or decreased.

3.D.2. WORKING BLUE SLACKS

3.D.2.a. General Information

Height, waist, and hip measurements determine the fit of the working blue slacks. The size selection for Women's Working Blue Slacks is the same as for the Service dress Slacks.

Determine size of slacks by using Table 3-4.

3.D.2.b. Fitting

The slacks shall be fitted over undergarments while wearing the working blue shirt, safety shoes, and web belt.

Note: all other procedures for fitting these slacks are identical to the procedures for fitting Service Dress Blue slacks.

3.D.3.c. Alterations

- The bottoms must be hemmed.
- The waist may be increased or decreased.
- The hip may be increased or decreased.
- The crotch may be decreased.

3.E. SKIRT, SERVICE DRESS BLUE

3.E.1. GENERAL INFORMATION

The fit of the women's service dress blue skirt is determined by height, waist, and hip measurements. The size selection for Women's Service Dress Blue Skirt is the same as for the Service dress Slacks. Determine size of slacks by using Table 3-4.

3.E.2. FITTING

The skirt shall be fitted over undergarments (including a slip) and a long sleeve light blue shirt.

- The proper position for the fitting of the skirt is by placing the lower edge of the waistband squarely atop of the natural waist (See Figure 3-1)
- The skirt shall fit comfortably around the waist.
- There shall be sufficient looseness around the hips and buttocks to prevent horizontal wrinkles.
- The hem shall be marked at a point that ranges from the crease of the back of the knee to 3-5 inches below the knee.
- The hem of the skirt will have a 2-3 inch turn-up and the finished bottom of the skirt shall be parallel to the floor (See Figure 3-1)

3.E.3. ALTERATIONS

- The skirt must be hemmed.
- The waist may be increased or decreased. *

3.F. COAT, WOMEN'S: SERVICE DRESS BLUE

3.F.1. GENERAL INFORMATION

The fit of the women's service dress blue coat is determined by hip and bust measurement, e.g., 36 inch bust and 38 inch hip = 10M. It is an easier fitting coat than the shawl collar style coat. The length of the coat extends to the crease of the buttocks. It has a looser fitting chest, bust, shoulder, back waist, sleeve and biceps. Determine coat size by using Table 3-5.

Table 3-5 Body Measurements and Related Schedule of Available Sizes for Women's SDB Jackets

Bust *	Hip *	Available Size at UDC	<p>Sizes: J = Junior M = Misses W = Women</p> <p>Height/Lengths S = Short (Under 5'3½") R = Regular (5'4" to 5'7") L = Long (over 5'7")</p> <p>* Measurements are in "up-to" sizes, in other words, any fractional measurement is converted to the next highest whole number.</p>
32	35	4M	
33	34	6J	
	36	6M	
	38	6W	
34	35	8J	
	37	8M	
	39	8W	
36	36	10J	
	38	10M	
	40	10W	
37½	38	12J	
	40	12M	
	42	12W	
39	40	14J	
	42	14M	
	44	14W	
41	42	16J	
	44	16M	
	46	16W	
43	44	18J	
	46	18M	
	48	18W	
45	48	20M	
	50	20W	
47	52	22W	

3.F.2. FITTING

The service dress blue coat shall be fitted over the light blue long sleeve shirt, and dress slacks or skirt.

- The shirtsleeve cuff shall not extend beyond the coat sleeve.

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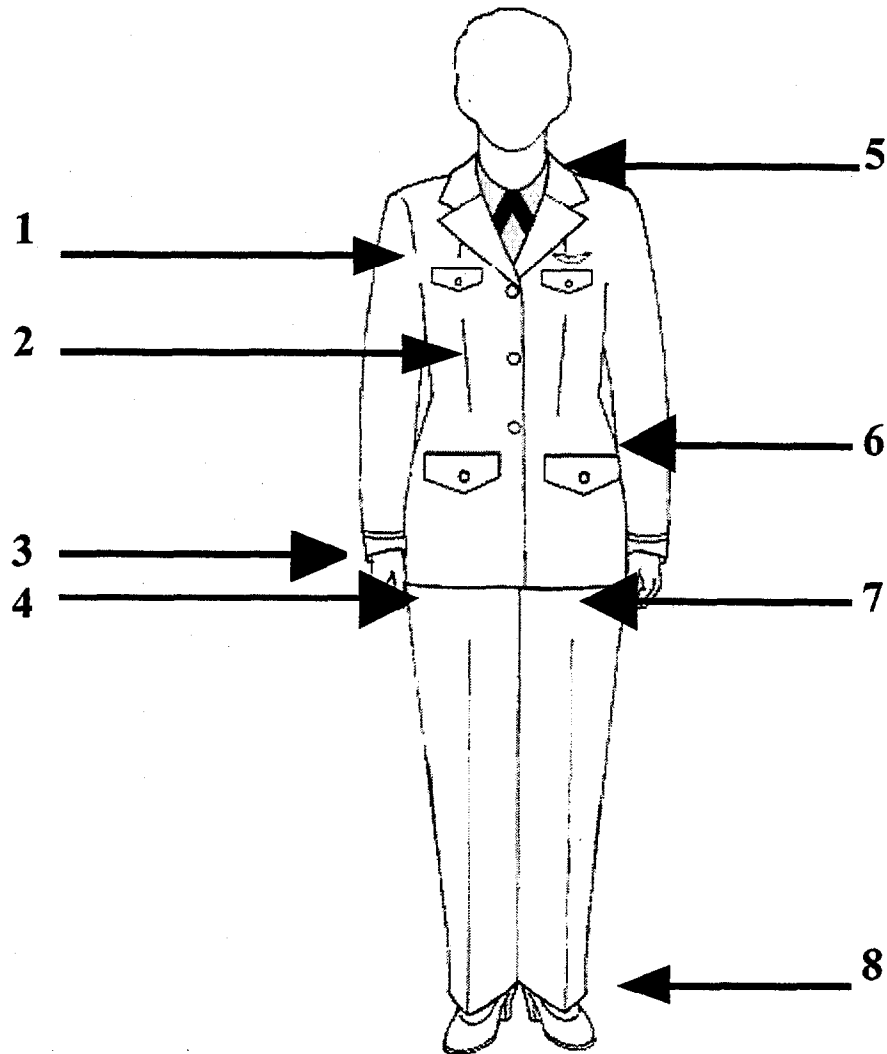
- The collar shall fit closely around the neck and smoothly at the back. The coat shall fit comfortably across the shoulders. The shoulders shall be well balanced. The shoulder padding should extend approximately $\frac{1}{2}$ inch beyond the outer edge of the shoulder joint. There shall be no folds or breaks across the top of the back, just below the collar.
- The coat shall fit comfortably across the bust. There shall be no binding around the armholes when the arms are moved. The front collar, lapels, and flaps shall present a smooth appearance.
- There shall be sufficient looseness in the coat to permit a pinching of 2-4 inches of material at the bust.
- There shall be sufficient looseness in the coat waist to permit a pinching of 2-4 inches of material at the waist.
- The coat front shall be smooth and balanced. It shall present a vertical appearance. There shall be no gapping, upward pulling, or crisscrossing of the front closure. The horizontal edges of the front panels shall be even. The bottom of the coat front shall be parallel to the ground.
- The bottom edge of the sleeve shall cover the wrist bone by 1 inch with a tolerance of $\frac{1}{2}$ inch plus or minus.
- The back of the coat should hang smoothly. There shall be no horizontal wrinkles or vertical "waves".

2.F.3. ALTERATIONS

- The shoulder pads may be increased or decreased. *
- The shoulder seams may be taken in only. *
- The collar may be raised or lowered no more than $\frac{1}{4}$ inch. *
- The sleeve length may be increased or decreased.
- The side seams should only be taken in or let out after the next larger or smaller size has been tried on. *
- The back seams should only be taken in or let out after the next larger or smaller size has been tried on. *
- The back may be raised or lowered. *
- Service stripe(s) shall be attached per 2.D, CG Uniform Regulations, Commandant Instruction M1020.6(Series)-COMDTINST M1020.6D. *
- Officer identification stripes and specialty insignia shall be accomplished in accordance with Chapter 2.B, CG Uniform Regulations, COMDTINST M1020.6(Series).
- The CG shield and Group Rate Marks shall be attached per Chapter 2.D, CG Uniform Regulations, Commandant Instruction M1020.6(Series)-COMDTINST M1020.6D.
- The front buttons may be moved in or out by not more than $\frac{1}{4}$ inches.

2.F.4. OFFICER IDENTIFICATION STRIPES AND SPECIALTY INSIGNIA

Officer identification stripes and specialty insignia shall be accomplished (at the officer's own expense) in accordance with Chapter 2.B, CG Uniform Regulations, Commandant Instruction M1020.6(Series)-COMDTINST M1020.6D.



1. The coat shall fit comfortably across the bust. There shall be no binding around the armholes when arms are moved. The front collar, lapels, and flaps shall present a smooth appearance.

2. There shall be sufficient looseness in the coat to permit a pinching of 2-4 inches of material at the bust.

3. Sleeve shall fall 1 inch below bottom of wristbone, covering shirtsleeve.

4. Bottom edge of coat extends below crotch (approximately to tip of the thumb)

5. Collar shall fit closely at neck and smoothly at back. Shoulder padding should extend $\frac{1}{2}$ inch beyond edge of shoulder seam.

6. There shall be sufficient looseness in the coat waist to permit a pinching of 2-4 inches of material at the waist.

7. The rise shall allow 1 inch looseness to assure comfort and stride in normal movement.

8. The hem shall be marked $\frac{1}{4}$ inch above the front of the shoe and $1 \frac{1}{2}$ inches below the top of the back of the shoe. The hem of the slacks will have a 2 inch turn-up.

Figure 3-1 Fit of Women's Uniform Coat and Trousers

3.G. TRENCH COAT

3.G.1. GENERAL INFORMATION

The size of the women's Trench coat is determined by height and bust measurement. Determine trench coat size by using Table 3-6.

Table 3-6 Body Measurements and Related Schedule of Available Sizes for Women's Trench Coats			
Bust *	Hip *	Available Size at UDC	Sizes: Height/Lengths S = Short (Under 5'4") R = Regular (5'5" to 5'9") L = Long (5' 10" to 6") * Measurements are in "up-to" sizes, in other words, any fractional
33	34-38	8S	
		8R	
		8L	
34	35-39	10S	
		10R	
		10L	
36	36-40	12S	
		12R	
		12L	
38	38-42	14S	
		14R	
		14L	
39	40-44	16S	
		16R	
		16L	
41	42-46	18S	
		18R	
		18L	
43	44-48	20S	
		20R	
		20L	
45	48-50	22S	
		22R	
		22L	

3.G.2. FITTING

The trench coat shall be fitted over the Service Dress Blue Coat and skirt and will be at least one numeral size larger than the SDB coat. The try on method will be used. In no instance should a smaller size than the SDB coat be considered as a proper fit.

- There shall be sufficient room across the shoulders and bust to permit free use of the arms, without constrictive binding.
- The collar and lapels shall present a smooth appearance.
- The sleeve of the trench coat shall cover all garments worn underneath. It shall be approximately 1 inch below the wrist bone

- The trench coat shall fit smoothly across the shoulders.
- The front and back vents shall hang vertically. The bottom edges of the front and back panels shall be even. However, a tolerance of ¼ inch extra length is acceptable on the front over panel.
- The length of the trench coat shall extend to 2 inches below the skirt length.

3.G.3. ALTERATIONS

- The sleeve length may be lengthened or shortened. *
- The bottom alignment may be decreased only. *

3.H. WORK JACKET/WINDBREAKER

3.H.1. GENERAL INFORMATION

The Blue Work Jacket and Windbreaker worn by women is the same as worn by men. The details on the fitting and alterations of women's jackets are the same as that listed in Chapter 2.H.

3.I. COMBINATION, GARRISON, AND WORKING/UNIT BALL CAPS

3.I.1. GENERAL INFORMATION

The Combination, Garrison, and Working/Unit Ball Caps are provided in a numeric sizing system.

3.I.2. FITTING

It is important that the fitting of all caps be made by the try-on method.

- The caps shall be fitted over the hairstyle that will normally be worn. Caps should be fitted to the hairstyle within regulations and not to the head size. The caps shall fit squarely, snugly, and comfortably.
- The front of the combination cap's frame and the bottom of the garrison cap's and working blue cap's front should rest approximately 2 finger widths (1 to 1-½") above the eyebrows.

3.I.3. ALTERATIONS

- No alterations are authorized.

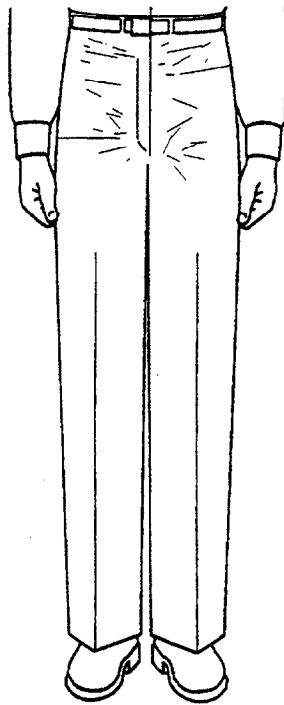
CHAPTER 4. UNIFORM APPEARANCE PROBLEMS

Poor uniform appearance is a matter of concern to all Coast Guard personnel. Poor uniform appearance reflects badly on individuals, their commands, and the Coast Guard. This chapter illustrates many of the commonly observed uniform appearance problems. It also explains the probable cause of the problem and provides the suggested corrective action to be taken.

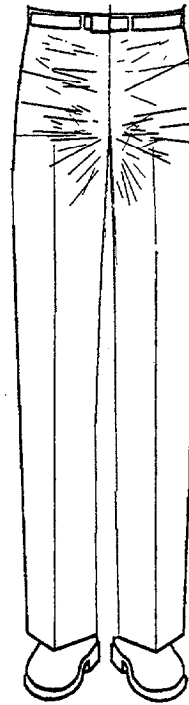
4.A. TROUSERS

The horizontal wrinkles at the waist and the tightness in the crotch area indicate that these garments are too small. This problem can also be detected by observing "bulging" side-pockets, horizontal wrinkles across the top of the rear of the garments, and tightness in the seat of the garments.

These individuals should be fitted with a larger garment.



Men's Trousers



Women's Trousers

Figure 4-1 Improper Fit Trousers

4.A.1. TROUSER HEM

The trousers shown on the left are too short; the trousers shown on the right are too long. Either situation presents an unsightly appearance. These garments need an alteration of the trouser hem to the proper length.

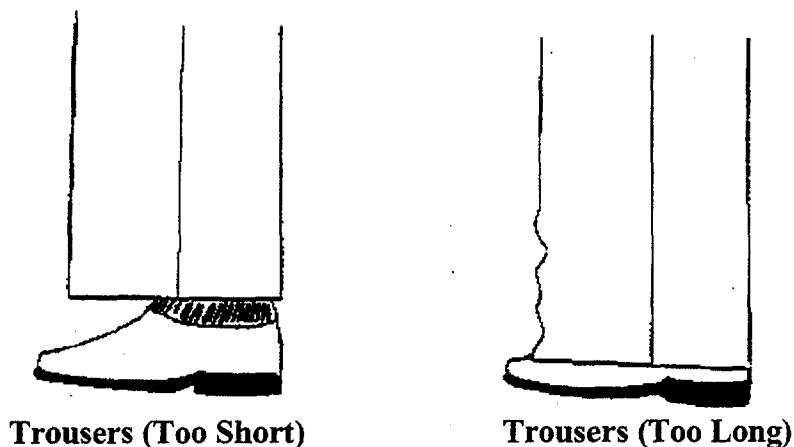


Figure 4-2 Improper Trouser Hem

4.B. SKIRT

The horizontal wrinkles in the front of this skirt and the open front pleat indicate that this garment is too small. This problem can also be detected by observing horizontal wrinkles in the hip area. The individual should be fitted with a larger garment.

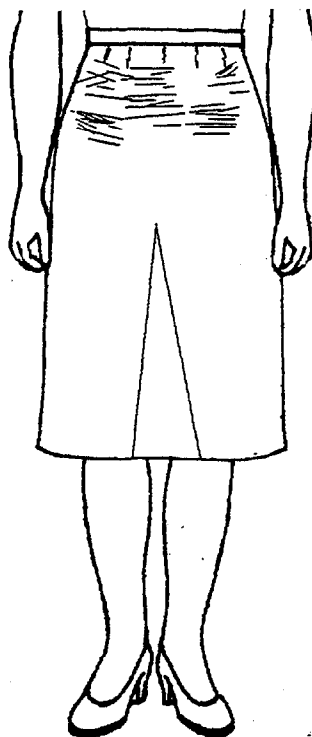


Figure 4-3 Improper Fit Skirt

4.C. SERVICE DRESS COAT

The horizontal wrinkles at the waist and the crooked front indicate that these coats are too small. This problem can also be detected by observing horizontal wrinkles across the top of the back of the coats. The individual should be fitted with a larger garment.

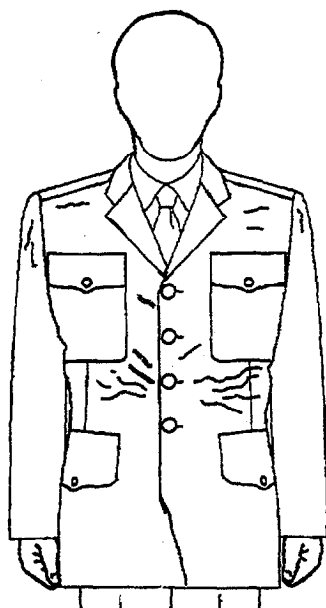


Figure 4-4 Improper Fit SDB Jacket (front)

The floppy wings, excessive fullness, and vertical waves indicate that these coats are too large. The individuals should be fitted with a smaller garment.

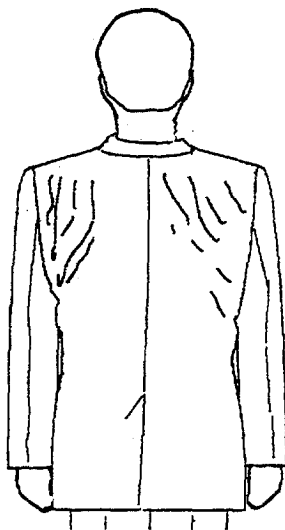


Figure 4-5 Improper Fit SDB Jacket (back)

CHAPTER 5. UNISEX ITEMS

5.A. GLOVES, BLACK LEATHER AND WHITE COTTON

5.A.1. GENERAL INFORMATION

The black leather gloves are provided in numeric sizing, while the white cotton gloves are furnished in small, medium, and large sizes.

5.A.2. FITTING

- Finger lengths are of a standard length for each width of the glove; therefore, additional length that may result must be of secondary consideration to the width.
- Gloves shall be fitted for correct width to allow freedom of movement of the hand. There shall be sufficient looseness to allow the hand to close and open without difficulty.

5.A.3. ALTERATIONS

- No alterations are authorized.

5.B. SHOES, ATHLETIC, DRESS AND SAFETY

5.B.1. FITTING OF FOOTWEAR ITEMS

5.B.1.a. General Principles

Proper fitting of Coast Guard footwear depends on the effectiveness and knowledge of the fitter. The following principles are provided as a basis for proper fitting methods and techniques.

5.B.1.b. Foot Construction

The foot is so constructed that each of its parts contributes directly to the supporting and transportation of the body weight, structure, shape, and size of feet vary considerably with some feet long and narrow, and others short and wide. An individual's two feet are also seldom exactly alike. Despite these normal differences, most individuals can be correctly and comfortably fitted with standard Coast Guard footwear.

5.B.1.c. Concept of Fit

The basic goals of proper fitting are to ensure maximum comfort and prevent foot injury. Properly fitted footwear will hold the foot securely from the lacing at the instep to the heel and have sufficient room in the front for the foot to be free from restriction (See Figure 5-1).

5.B.1.d. Misfitted Footwear

Improperly fitted footwear may cause many ailments, not all of them confined to the foot. The continual wearing of misfitted footwear may affect health, morale and efficiency. Fallen arches, calluses, corns, blisters, ingrown toenails, distorted toes and aching feet often result from poorly fitted foot-wear. Following are three types of misfitted footwear and the problems they may cause.

5.B.1.d.1. Short Footwear

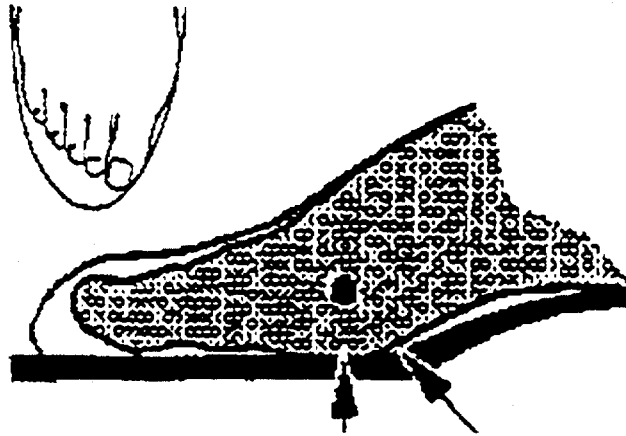
Short footwear prevents natural expansion of the foot. Back pressure of the forepart of the foot transmitted to the arch jams arch bones out of normal position and contributes to fallen arches. Pressure forces a spreading of the toe joints, irritates the great and little toes, and contributes to ingrown toenails and the formation of bunions.

5.B.1.d.2. Tight Footwear

Tight footwear presses the toes together so that they often overlap and restrict the flow of blood. Frequently, the bottom of the foot is extended over the edge of the innersole, gradually pressing a groove into the flesh. This pressure causes the flesh to become sore and painfully callused. Corns may form between and over the toes and the feet may become weakened, distorted, and permanently injured.

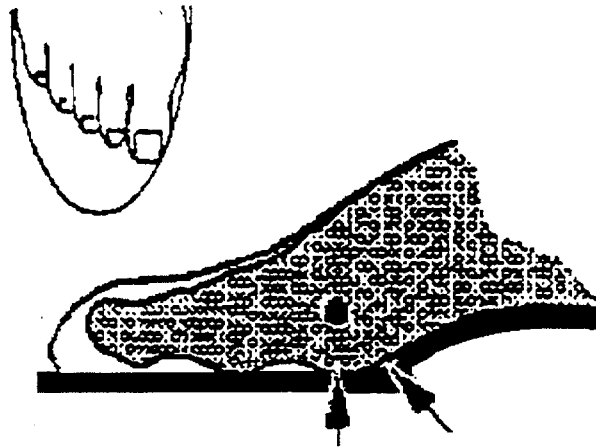
5.B.1.d.3. Oversize Footwear

Oversize footwear prevents normal foot function by failing to provide adequate support. As the foot spreads, it throws the weight-bearing portion of the foot out of position and abnormally expands the arch. The foot tends to ride forward and sideways, causing chafing at the heel, toes, bottom, and outside of the foot. When worn for running or long marches, oversize footwear will cause discomfort and fatigue.



A. THIS FOOT IS IMPROPERLY FITTED

The toes are cramped and twisted. This condition stops ventilation and causes excessive perspiration, which results in rotting of inner soles, linings, and upper leather. Short shoes such as these cause enlarged great-toe joints and bunions, as well as general foot discomfort. Each step strains the foot arch. Without support under its entire arch span, the foot sags down, nerve and blood vessels are pinched, thereby interfering with circulation. Foot ailments usually follow these conditions.



B. THIS FOOT IS PROPERLY FITTED

Arch base of shoe and ball joint of foot meet at the same point. Foot arch rests comfortably on shank of shoe, full length. Foot and shoe bend at same place—no sagging. Toes are straight. There is ample space in front of the toes—no crowding of toes, ample ventilation. These feet should be comfortable.

Figure 5-1 Proper Fitting of Footwear

5.B.2. MEASURING AND FITTING OF FOOTWEAR ITEMS

5.B.2.a. Fitting of Socks

Check socks when the individual is standing, weight evenly distributed on both feet. Socks should fit with no apparent tightness or fullness (wool socks should be fitted slightly larger to allow for shrinkage). The Size Correlation Chart in Table 5-1, is only a guide for selecting the initial try-on size. Socks should be tried on and checked for proper fit.

Table 5-1 Size Correlation Chart for Socks	
Shoes/Boot Size	Sock Size
3 through 8 ½	X-Small
9 through 10	Small
10 ½ through 11 ½	Medium
12 through 13 ½	Large
14 and over	X-Large

5.B.2.b. Foot Measuring Device

A foot-measuring device is used to measure the individual's feet for the initial try-on size. The device measures the "heel to ball" length and the "ball" width. Even though the device has proven to be 75% accurate, the actual size to be issued must be determined after the footwear has been tried on and checked for proper fit.

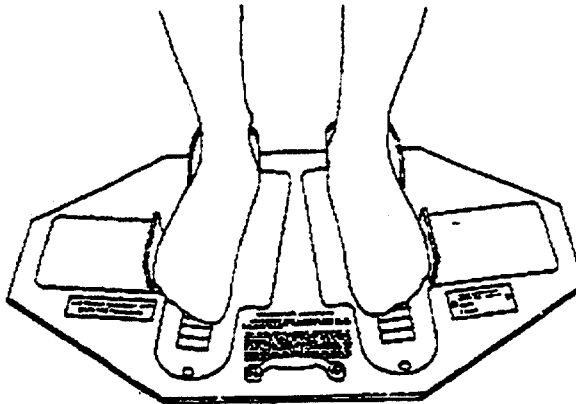


Figure 5-2 Foot Measuring Device

5.B.2.b.1. Operation

To ensure an accurate measurement, make sure the individual is wearing properly fitted socks; Boot socks for Safety boots and Dress socks for low quarter shoes. Women's dress oxfords should be fitted while wearing nylons. There should be no apparent tightness or excessive fullness of the material. Following are the operation procedures for the foot-measuring device.

- (a) Seat the individual being fitted so the foot-measuring device is located directly below the knees. In this position, the legs and feet are relaxed and can be easily placed on the device.
- (b) Place hands over the instep and position both feet on the device making sure the feet are fitted snugly against the heel stop.
- (c) Have the individual stand and remove hands from the instep.
- (d) Adjust the "heel to ball" measurement bar until it fits properly against the ball joint of the great toe, slide in position and slide the ball width bar until it gently presses against the outer ball of the foot.
- (e) First read the "heel to ball" length measurement, then find the same length numbers on the ball width bar and determine the appropriate width. For example: if the "heel to ball" length measures size 8, and the number 8 on the ball width bar is in the "R" width block, the try-on size would be 8R. If the number on the ball width bar is near the dividing line of two widths, select the larger width for the try-on size.
- (f) Repeat on opposite foot.

5.B.2.c. Selection for Initial Try-On Size

5.B.2.c.1. Determining Length Size

- (a) Measure each foot separately and select initial try-on size by comparing the measured length of each foot. Select the initial try-on size as follows:
- (b) If both feet measure the same length size, select that size for the initial try-on. For example, if both feet measure size 8, select size 8 for initial try-on.
- (c) If one foot measures one-half size longer than the other, select the longer size for initial try-on. For example, if one foot measures size 8 and the other 7 ½, select size 8 for initial try-on.
- (d) If one foot measures a full size longer, select the size halfway between the two sizes that were measured. For example, if one foot measures 8 ½ and the other 7 ½, select size 8 for initial try-on.
- (e) When an individual cannot be properly fitted with one tariff size, try-on two different sizes. If the proper fit is achieved with two different sizes, there is no need for special measurement footwear.

5.B.2.c.2. Determining Width Size

Measure each foot separately and compare the measured width of each foot as follows:

- (a) If both feet measure the same width, select that width for initial try-on. For example, if both feet measure a regular (R) width, select the regular width for initial try-on.
- (b) If one foot measures a full width wider than the other, the wider measurement is used to select the try-on size.
- (c) If one foot measures two widths wider than the other, select the width half-way between the two measurements. For example, if one foot measures regular (R) and the other measures extra narrow (XN), select narrow (N) for initial try-on.
- (d) If the foot measures more than halfway between two widths, select the larger width for initial try-on. If the foot measures less than halfway, select the smaller width.
- (e) When an individual cannot be properly fitted with one width of a specific footwear item, try on two different widths. If the proper width is achieved, special measurement footwear is not required.

5.B.2.d. Fitting of Footwear

During the initial fitting, the fitter should take as much time as necessary with each individual to ensure a correct fit. Misfits are not only expensive, but continued wear may result in physical injury to the wearer. To minimize the number of misfits, the fitter should first make sure the individual is wearing properly fitted socks and the shoes/boots are completely laced and tied (boots must be laced at least through the bottom five eyelets). With the individual standing, weight evenly distributed on both feet, the fitter must make the following checks.

5.B.2.d.1. Arch Fit

To check arch fit, position the right hand over the instep of the individual's right shoe/boot (Figure 5-3), press the fingers firmly against the inner arch close to the sole, making sure the leather fits snug, but not tight, against the under arch. The arch area of the shoe/boot should be free from wrinkles or excessive fullness (Figure 5-4). Check the left shoe/boot in the same manner, using the left hand.

5.B.2.d.2. Ball-Joint Position

Locate the ball-joint position with the thumb of each hand (Figure 5-5). When correctly positioned, the ball-joint will be opposite the widest part of the shoe/boot, and the vamp will fall directly across the toe joint. The ball-joint position should also be checked while the individual is in the "full knee bend" position. With the individual in this position, heels off the floor, the ball-joint should be in line with the break in the shoe/boot (Figure 5-6).

5.B.2.d.3. Width

To check the shoe width, place a thumb on each side of the shoe near the ball-joint, press thumbs firmly, working each thumb towards the center of the shoe/boot until they almost meet (Figure 5-7). The foot should fill the shoe/boot without tightness; however, excessive fullness should be avoided. It is better to allow a slight fullness of the leather at this point, rather than the shoe/boot fitting too snugly.

5.B.2.d.4. Length

To check toe clearance, depress the front of the shoe/boot with the thumb: there should be at least $\frac{1}{2}$ inch of clearance between the longest toe and the end of the shoe/boot (Figure 5-8). The toe clearance should also be checked with the individual in the “full knee bend” position. The toe clearance in this position should remain $\frac{1}{2}$ inch.

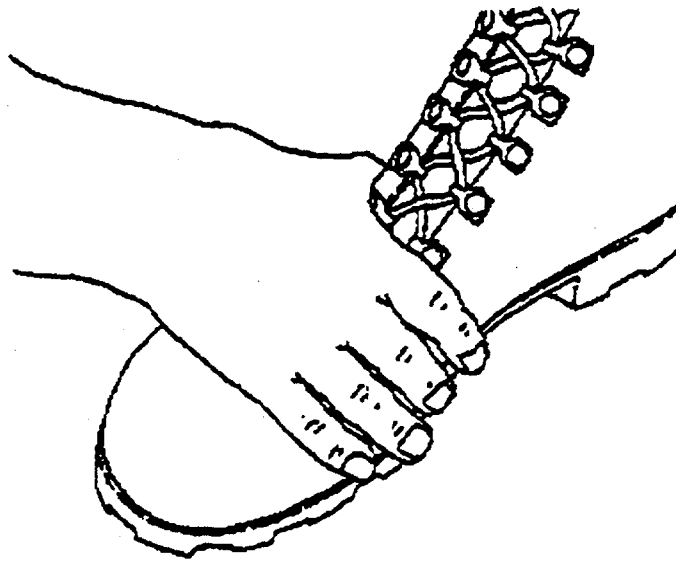
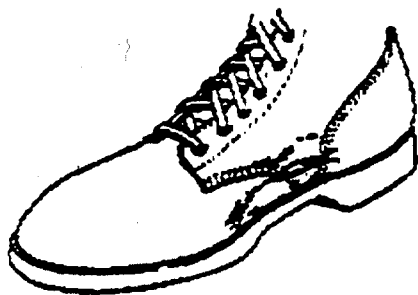


Figure 5-3 Measuring Arch Fit



Wrinkles and pockets in arch.



No wrinkles or pockets in arch.

Figure 5-4 Improper and Proper Arch Fit

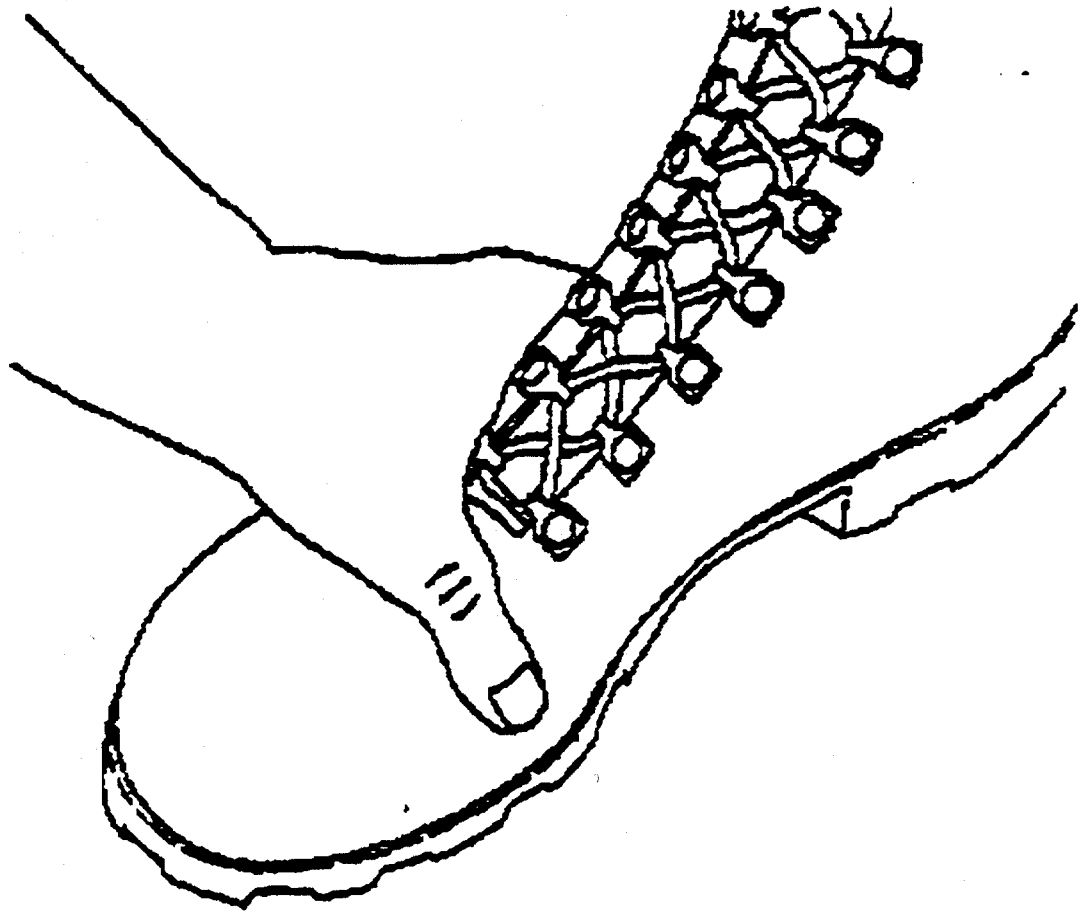
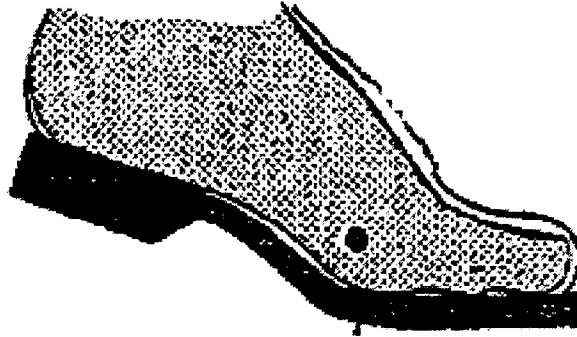
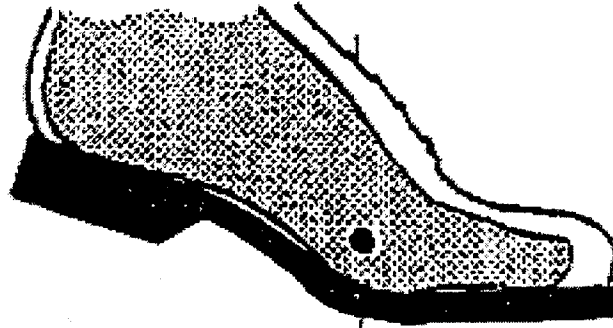


Figure 5-5 Locating Ball Joint Position

Too Short



Too Long



Proper Fit

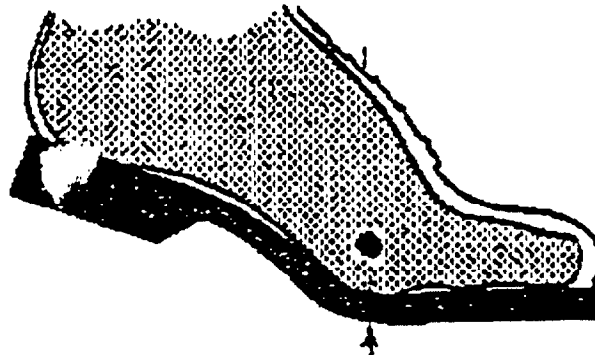
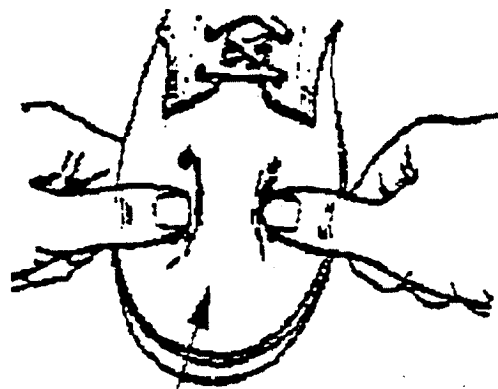
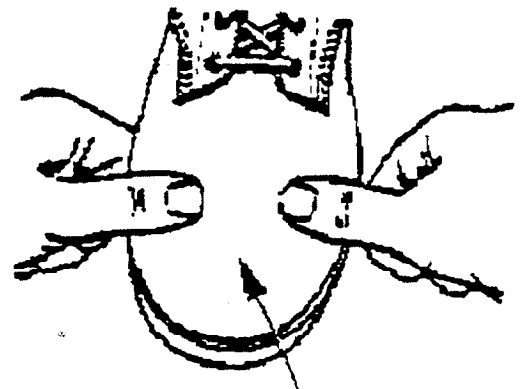


Figure 5-6 Improper and Proper Ball Joint Position



Improper Fit
Excess Leather



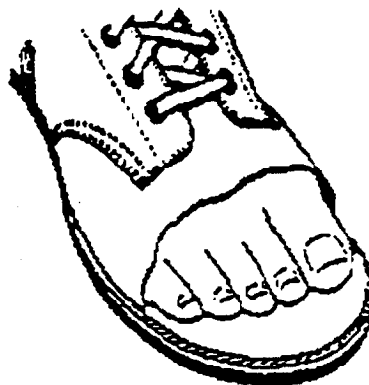
Proper Fit
No Excess Leather

Figure 5-7 Improper and Proper Shoe/Boot Width

Too Short



Too Long



Proper Fit

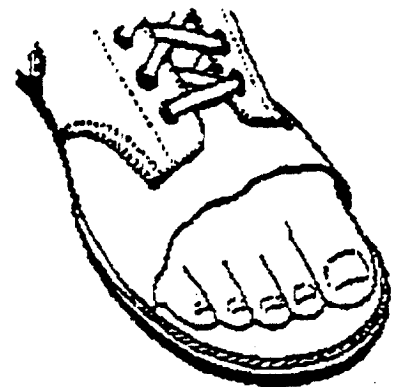


Figure 5-8 Improper and Proper Foot Clearance in Shoe



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